

DRAFT MINUTES
REGULAR SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, SEPTEMBER 9, 2024
5:30 PM

All Commission meetings will end at 9 PM, any remaining agenda items will be heard at the next Commission meeting.

1. Call to Order

Chairman Dave Grondin called the meeting to order at 5:30 p.m.

2. Roll Call

Chairman Dave Grondin, Commissioner Wayne Smith, Commissioner Glenda Duncan, Commissioner Candra Faulkner, and Commissioner Jeffrey Noonan were present. Vice Chair Jerry Morris and Commissioner Mary Hughes are absent.

Also Present

Acting Parks & Recreation Manager Shawna Figy, Town Manager Miranda Fisher, Recreation Coordinator Phyllis Nettik, Recreational Leader II Sarah Woodson, Recreational Leader II Roquelyn Parker and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Commissioner Glenda Duncan led the Pledge.

4. Consent Agenda – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of the Commission requests.

a) Approval of Minutes:

1) Regular Session – August 5, 2024

b) Set Next Meeting Date and Time:

1) Monday, October 7, 2024 at 5:30 pm CANCELLED

2) Monday, November 4, 2024 at 5:30 pm

Motion was made by Commissioner Noonan to accept the consent agenda. Second was made by Commissioner Faulkner.

Roll Call:

Commissioner Smith: Aye

Commissioner Hughes: Absent

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Absent

Chairman Grondin: Aye

Motion Passed 5-0.

5. Call to the Public for items not on the agenda. (Please complete a Request to Speak Card and turn it in to the Clerk.)

Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Commission from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask

that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

No public comments.

6. Update on the Parks & Recreation Manager position. (Staff Resource: Town Manager Miranda Fisher)

Town Manager Miranda Fisher explained that she sent an email announcement to Department Directors and the Parks & Recreation Commission of the decision to temporarily suspend the hiring process for the Parks & Recreation Manager position in an effort to focus on supporting and empowering the current Parks & Recreation team, as well as developing a strategic plan for the future development of the division. The goal is to enhance the services the department provides and address any misperceptions surrounding the department's work and ability to be innovative. The hiring process for a permanent Parks & Recreation Manager will be revisited at a later time. In the interim, Town Manager Miranda Fisher, alongside Acting Manager Shawna Figy, will provide ongoing support to the division to ensure its continued success. Town Manager Fisher had the Department staff introduce themselves and give an overview of what they do for the department. Staff included:

- Acting Manager Shawna Figy
- Recreation Coordinator Phyllis Nettik
- Recreational Leader II Sarah Woodson.
- Recreational Leader II Roquelyn Parker

7. Update on the Sports Complex. (Staff Resource: Town Manager Miranda Fisher)

Town Manager Miranda Fisher encouraged the Commission to sign up for the weekly newsletter to get a weekly Sports Complex update. She added there is a ton of infrastructure going on, such as:

- Lighting- Staff met MUSCO to measure lumen levels to ensure compliance with dark sky regulations.
- Waterline Installation-The contractor is mid-construction, with completion expected by September 19th.
- Lift Station and Force Main- Staff ordered the approved materials for both projects, with installation labor provided by Town forces. Certain areas requiring hand-digging through the treatment plant which will be bid out through the Town's JOC contractors.
- Irrigation Line Installation- Irrigation pumps have been ordered, with installation labor also provided by the Town. Hand-digging through the treatment plant will be required, and this work will be bid out through the Town's JOC contractors.
- Website Development- A dedicated webpage for updates and information on the sports complex construction is in development. Staff is aiming to go live with the site by the first part of September. There will be a place for the history of the Sports Complex, an area to ask questions and also a financial section. Financial figures will be updated quarterly.
- Concession Stand/Restroom Building- Staff is looking for community input on the exterior colors. A community survey was launched on August 29th, allowing residents to vote on the top 10 color combinations identified by staff and the Commission. The survey will remain open until September 12th, after which the top three choices will be presented to the Town Council for final selection during their regular meeting on October 2nd.

Commissioner Noonan asked for an update on the trails and pickleball courts near the Sports Complex. Town Manager Fisher said Ken Krebs will meet with Martin Smith to do a reconciliation of projects and compared to the budget, to see what is left over to work on. She

will get back to the Commission at the November meeting with an update. Town Manager Fisher went on to say, the question is what is feasible to get done this year and what needs to be prioritized in the following fiscal year(s).

Chairman Grondin had a question on the quote that was received from PurSolar for electrical for the new building. He assumed it had to go back out for bid because the building had changed, he was curious about how many bidders were there? Town Manager Fisher did not know. She did confirm that it was going through procurement which would require a minimum of three bids.

Commissioner Noonan asked about lights being connected, does that include the lights where the courts are going to be in the future? Town Manager Fisher is not sure and will get back to the Commission on this. She will send an email to update the Commission and give a verbal report at the November meeting.

8. Discussion, consideration and possible approval of the Parks & Recreation Master Plan Request for Proposal (Staff Resource: Town Manager Miranda Fisher & Acting Parks & Recreation Manager Shawna Figy)

Town Manager Miranda Fisher said she took the final edits Mike Marshall had offered and put into an RFP. She is hoping the "Scope of Work" includes everything the Commission is looking to have in the Master Plan. Tonight, if the Commission is ready, staff is looking for a motion to recommend approval of the RFP to move on to Council.

Chairman Grondin asked about the budgeted amount that is listed. It is listed as \$100,000 but the limit is \$75,000. Town Manager Fisher said the \$75,000 should be for the plan and \$25,000 is for the design of the plan. It may need an amendment to make it more clear.

Chairman Grondin also asked about the bond forms. The call is for 50% of the contract amount but then may increase those to 100%. He has never seen a 50% payment performance bond on any contract, so he is wondering why it is not 100% payment performance. Town Manager Miranda Fisher said she left blank because it needs legal to finalize this. Commissioners should know, before recommending approval, that legal has not finalized some of this language. Chairman Grondin recommends she ask about the surety bond as well.

Chairman Grondin also asked about a note that said invoices after August 1st are not to be paid by the Town. Town Manager Fisher said that is because of the budget and the fiscal change over; there is missing language. She will get back to the Commission.

Chairman Grondin asked about an ASRS Statute requiring a "28-day prompt payment" that should be in those documents, it appears it is probably a 30 day plus payment schedule but it, in fact, should be a 28 day.

Commissioner Faulkner thinks the Commission should wait until the final document has been put together before recommending for approval.

After some discussion, Commissioners feel the scope of work is adequate, but the legal terminology should be cleaned up.

Motion was made by Commissioner Noonan to table the approval of the Parks & Recreation Master Plan Request for Proposal until the November Meeting. Second was made by Commissioner Faulkner.

Roll Call:

Commissioner Smith: Aye

Commissioner Hughes: Absent

Commissioner Faulkner: Aye

Commissioner Noonan: Aye
Commissioner Duncan: Aye
Vice Chair Morris: Absent
Chairman Grondin: Aye

Motion Passed 5-0

9. Discussion and update on Heritage Pool Staff training. (Staff Resource: Acting Parks & Recreation Manager Shawna Figy)

Acting Parks & Recreation Manager Shawna Figy reviewed the training information that was included in the packet. She explained that staff reviews the information at the beginning of the season. Training includes:

- HR Training to review Town Policies and Procedures
- Returning Lifeguards do a 2 day in-person Lifeguard Certification Training
- New Lifeguards complete 6-8 hours of online training plus 16 in-person training to be certified as a lifeguard.
- Pool Cahiers go through the same training with HR and a Cashier's Specific Training.
- Intermittent training throughout the season includes policy and procedures, review of the Mission Statement, timeclock, and mandatory meetings.
- Lifeguards also must do Swim Testing.

Chairman Grondin asked about timecard training. Acting Parks & Recreation Manager Shawna Figy explained the Town put in a town wide system that staff needs trained on.

Commissioner Duncan asked about returning staff and if there are a lot of people coming back to work each season? Acting Parks & Recreation Manager Shawna Figy said normally about half do come back but this year there were fewer returning staff.

Commissioner Smith asked about updating staff names in the manuals. Acting Parks & Recreation Manager Shawna Figy said she will amend it for corrections, but specific names are listed because pool staff will call the manager or rec supervisor after hours and weekends, if needed. Commissioner Smith also noted that Wells Fargo is no longer in Camp Verde and is listed in the manual.

Chairman Grondin asked if we are asking the cashiers to carry the money. Acting Parks & Recreation Manager Shawna Figy explained that the head lifeguard will carry money but only if they need to get change. Now that there is internet at the pool, people can pay with cards.

Commissioner Faulkner asked if there is any training on maintenance and cleaning? Acting Parks & Recreation Manager Shawna Figy said yes, they go over maintenance and cleaning expectations in the initial training.

Commissioner Faulkner asked if there were any indications as to how many are returning? Acting Parks & Recreation Manager Shawna Figy said about 16.

Pubic Comment

Brenda Hauser is grateful of all the staff that work at the pool. She is also grateful for Rose who has been volunteering at the pool for over 10 years leading water aerobics.

Betty Rivard told a personal story about why swim lessons are important. She went on to explain that she has rheumatoid arthritis and has no pain while in the water. When the Camp Verde pool is closed, she has to go to Cottonwood. She also feels the person who is in charge of the pool should be enthusiastic about the pool. She would like to see more family nights, movie nights, and a larger pool sign.

Town Manager Miranda Fisher said there will be an update of the repairs needed at the pool at the November 4th meeting. She explained that Commissioners will then make a recommendation to Council on the repairs they feel are needed. Council will have to prioritize the repairs.

10. Discussion on rescheduling of the cancelled Sept. 5 work session and training. (Staff resource: Town Manager Miranda Fisher)

Town Manager Miranda Fisher explained the last session was canceled due to Darla Deville being sick. Town Manager Fisher is looking for alternative dates so she recommends tabling this discussion until the November meeting, or she can coordinate via email to find dates that would work for Commissioners. Chairman Grondin would like to meet in October. Town Manager Fisher will coordinate with everyone via email. The dates leading up to Fort Verde Days are unavailable and will try to plan for some time after that.

11. Review of the Parks & Recreation Commission Quarterly Update. (Resource: Chair Dave Grondin)

Chair Dave Grondin will be presenting the Quarterly Update to Council next Wednesday, September 18th. Chairman Grondin thanked staff for this agenda packet but would like to see a tab on each agenda item. Town Manager Fisher said the Clerk's Office will begin to help put together the agenda packets going forward.

12. Update on upcoming volunteer opportunities. (Staff Resource: Acting Parks & Recreation Manager Shawna Figy)

Acting Parks & Recreation Manager Shawna Figy said Recreation Coordinator Phyllis Nettik created an explanation of all the volunteers that are needed during the month of October. The staff is still looking for coaches for Grasshopper Basketball, Little Britches, Fort Verde Days, and Trunk or Treat. She is working on a plan to offer other town staff positions to help with the unfilled positions. Town Manager Fisher would like Commissioners to consider filling any of those spots on the list in the packet instead of having a booth. Commissioners should get a hold of Recreation Coordinator Phyllis Nettik if you would like to volunteer. There is a link to sign up to volunteer on the Town's website.

13. Update on Parks & Recreation current programming and events. (Staff Resource: Acting Parks & Recreation Manager Shawna Figy)

Acting Parks & Recreation Manager Shawna Figy

- Trunk or Treat participation form, will be going out to local businesses soon
- Parks and Rec staff attended the AZ Parks and Recreation Association Conference August 26th – 28th
- Family Movie Night is planned for after Trunk or Treat on Community Center Field in partnership with the Library and Mary J Fisher Theater from Sedona.
- Pool staff, since their season was cut short with the pool closure, will be employed during Grasshopper Basketball, and some will paint a mural on the end of the pool building that faces the skate park.
- Working with NAU in bringing their track and cross-country teams to work out at the sports complex every other Friday for two months.

Chairman Grondin asked about Food Truck Night, is it normal to have only three vendors? Acting Parks & Recreation Manager Shawna Figy said staff sends out invites and those who can come is who comes.

14. Commission Informational Reports. These reports are relative to the committee meetings or events that Commission members attended.

Commissioner Duncan said while reading the local Ruidoso NM newspaper, she came across an article on disc golf that said they hosted the 35th State Championship in Ruidoso. They had 99 participants from all over the state. This might be something for Camp Verde to work towards. Also, she read about a Trail Run where they had 400 participants. We could possibly incorporate these kinds of things to bring revenue into the Town. Acting Parks & Recreation Manager Shawna Figy said American Heritage is hosting the Small Schools State Cross Country Championship at sports complex September 21st, Girls on the Run is hosting an event November 9th, and she had a meeting with a Mountain Bike group who would like to bring a large race to Camp Verde in the Spring 2026.

Commissioner Smith met with Greg Miranda from Cottonwood. He currently owns a bicycle shop in Cottonwood and has purchased the bicycle shop here in Camp Verde. He would like to create a mobile bike repair service. His service would target family biking. Town Manager Fisher said he is in communication with the Economic Development Office and Community Development assessing opportunities for him.

15. Adjournment:

Motion was made by Commissioner Faulkner to adjourn the meeting. Second was made by Commissioner Noonan.

Roll Call:

Commissioner Hughes: Absent

Commissioner Smith: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Commissioner Faulkner: Aye

Vice Chair Morris: Absent

Chairman Grondin: Aye

Motion Passed 5-0.

The meeting was adjourned at 6:45 p.m.

Chairman Dave Grondin

Parks & Rec Supervisor Shawna Figy

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks & Rec Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 9th day of September 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 9th day of September 2024.

Jennifer Reed

Jennifer Reed, Recording Secretary